

CARLTON GERRELL, MAYOR  
KIM FOSTER, CITY MANAGER  
FRED MCLEAN, ATTORNEY



JACKIE JONES, VICE-MAYOR  
GAYLE GRIFFITH, COMMISSIONER  
SAM THARPE, COMMISSIONER  
JOHN ETHERIDGE, COMMISSIONER

**CITY OF PARIS, TENNESSEE  
BOARD OF COMMISSIONERS REGULAR MEETING AGENDA**

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**CITY HALL COURTROOM  
December 2, 2021  
5:00 P.M.**

**Public Hearing**

**1.) Ordinance to Amend Title 11, Chapter 12 Regarding Required Screening**

**Call to Order:** Carlton Gerrell, City Mayor

**Roll Call:** Traci Shannon, Finance Director

**Pledge of Allegiance and Prayer**

**Approval of the Minutes of Previous Meetings:** Regular Meeting – November 4, 2021

**Board Will Hear Comments from Citizens**

**Board Will Hear Comments from the Commission**

**Service Resolutions and Proclamations:** None

## **OLD BUSINESS**

- 1.) Ordinance to Amend Title 11, Ch 12 Regarding Required Screening (Second Reading):** Jennifer Morris, Community Development Director

## **NEW BUSINESS**

- 1.) Financial Update:** Traci Shannon, Finance Director
- 2.) Appointments to Boards:** Carlton Gerrell, City Mayor
- 3.) Resolution Authorizing Submittal of Application for TA Grant:** Kim Foster, City Manager

## **Status of Various Projects**

## **Adjournment**

**OLD BUSINESS**  
**AGENDA ITEM NO.1**  
**Ordinance to Amend Title 11, Ch 12 Regarding Required Screening**

At last month's meeting an ordinance amending Title 11, Chapter 12 regarding Walls, Fences, Screens and Landscape Requirements was passed by caption and the Planning Commission was asked to make specific recommendations for changes. The Planning Commission took up the issue at their meeting in November. Following is a recap of their recommendations.

- Under Development Requirements the word "shall" is proposed to be changed to the word "may" to allow for flexibility of unforeseen circumstances.
- It is recommended that additional verbiage regarding continued maintenance of screening be added.
- It is recommended that vinyl fencing as well as vegetation be included as acceptable screening. Requirements for vegetation would be that it must be three (3) feet tall at the time of installation and reach a height of six (6) feet tall within three (3) to five (5) years and provide for at least 80% opacity.
- It is recommended that the required height of fences be changed from seven (7) feet to six (6) feet which is a standard height for commercial fencing materials.
- It is recommended an additional section be added for the purpose of addressing requirements for existing developments so that if the use of a property changes the Planning Commission shall have the right to review the new use and require screening as provided for in this section.
- It is recommended an additional section be added to allow the Planning Commission to refer requests for variances to requirements to the Board of Zoning Appeals.

The following ordinance reflects these changes and is submitted for your consideration.

ORDINANCE NO. 1278

AN ORDINANCE  
to Amend 11-1201 and Enact 11-1103 C 12  
of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee as follows:

- A. That 11-1201. Walls and Fences. be deleted in its entirety and the following substituted therefore:  
11-1201. Walls and Fences. The following requirements shall apply to any non-residential development which abuts adjacent residential lots:

A. Development Requirements. Development standards shall be as follows:

1. Non-residential lots abutting residential lots shall be screened on all rear lot lines and along side lot lines to the intersection of the front building line. Non-residential lots adjacent to residential lots may be required to screen on all rear lot lines and along side lot lines to the intersection of the front building line at the discretion of the Planning Commission. All required screening shall be placed and continually maintained at the sole expense of the owner or occupant of the lot. The Planning Commission shall have the authority to continue to enforce this development requirement.
2. The Paris Planning Commission may also recommend screening of only a portion of the parking lots, service areas, loading docks, trash receptacles, outdoor storage, outdoor work areas, or similar uses not contained within the building from any residential zoning district located within 150 feet of such uses.

B. Minimum Standards. All screening shall meet the following requirements:

1. Walls shall be designed to facilitate maintenance and shall not modify natural drainage so as to endanger adjacent property.
2. Such screening shall be a minimum of six (6) feet. Screening shall be provided at a height and density to achieve an opacity of 80%.
3. The screen may be composed of view-obscuring vegetation, wood, brick, masonry or vinyl wall, fence, berm or any other screen approved by the Planning Commission. The items may be used individually or in combination. Fences constructed of plastic sheets, panels or corrugated sheet-metal or panels chain link, barbed wire, stock wire, chicken wire or other similar type fences are not permitted to be used for screening.
4. When using vegetation, plant materials shall be at least three (3) feet tall at the time of installation and reach the desired height of six (6) feet within three (3) to five (5) years.
5. No fence shall be located closer to the street than the right-of-way.
6. At any street or driveway intersection the provisions of 11-1502.B. will still apply.

C. Existing Developments. In the case of an existing development, should the use of the commercial property change from that originally approved, the Planning Commission shall have the right to review changes and determine the need for any additional screening as required by this section.

D. Waiver of Requirements. Any waiver of any of the requirements of this section shall be referred to the Paris Board of Zoning Appeals. (Ord. # 1278, 12/2/21).

B. That 11-1103 C be amended by enacting the following as 11-1103 C. 12.:

12. When walls, fences, screens, or landscaping are required by 11-1201, detailed plans and specifications of such screening shall be provided. (Ord. #1278, 12/2/21)

SECTION 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect on and after final passage and adoption.

Passed and adopted November 4, 2021.

Passed and adopted December 2, 2021.

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Mayor

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Finance Director

**NEW BUSINESS**  
**AGENDA ITEM NO.1**  
**Financial Update**

**Narrative to October 2021 Operating Statement**

Our retail sales tax revenue continues to be strong. September reflected an increase of 8.59% compared to last September and we are up 6.88% for the fiscal year-to-date.

With the help of property tax revenue, our General Fund revenue was above expenditures for the month of October and brought us ahead for the fiscal year-to-date. Out of the ordinary expenses in October included \$45K for rock salt, \$27K for pickleball court expenses, and \$47K for repair of the dehumidifier at the Civic Center.

**Other Business:**

**Personnel changes in October:**

**New Employees (2):** Two part-time (KPAC)

**Resignations (0):** None

**We issued four business licenses in October:**

**New Business (3):** Harbor Freight Tools, TN Real Estate, Joicosmetics

**New Owner (1):** Matrix VR Arcade

CITY OF PARIS, TENNESSEE							
RETAIL SALES TAX REVENUE							
	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	% Incr(Decr)
JULY	\$748,999	\$791,918	\$787,901	\$802,267	\$898,979	\$951,793	5.87%
AUGUST	\$738,171	\$775,581	\$790,533	\$799,378	\$843,541	\$895,516	6.16%
SEPTEMBER	\$791,866	\$812,873	\$774,425	\$797,992	\$888,921	\$965,256	8.59%
OCTOBER	\$732,345	\$777,777	\$761,812	\$761,453	\$873,733		
NOVEMBER	\$770,351	\$821,637	\$809,116	\$807,105	\$874,641		
DECEMBER	\$999,663	\$927,868	\$960,027	\$957,286	\$1,097,412		
JANUARY	\$674,764	\$689,391	\$665,013	\$713,906	\$844,826		
FEBRUARY	\$684,426	\$697,202	\$704,313	\$727,380	\$719,938		
MARCH	\$840,859	\$840,412	\$877,659	\$840,175	\$1,101,592		
APRIL	\$792,642	\$774,320	\$849,875	\$865,360	\$1,040,359		
MAY	\$796,500	\$840,600	\$863,697	\$949,140	\$1,005,346		
JUNE	\$871,656	\$849,365	\$873,145	\$966,861	\$1,013,926		
<b>TOTAL</b>	<b>\$9,442,243</b>	<b>\$9,598,946</b>	<b>\$9,717,515</b>	<b>\$9,988,303</b>	<b>\$11,203,215</b>	<b>\$2,812,564</b>	
Previous YTD % Increase/Decrease	2.52%	1.66%	1.24%	2.79%	12.16%	6.88%	

**MONTHLY OPERATING STATEMENT**  
**October 2021**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,702,000	218,346	232,619	13.67%
Local Option Sales Tax	5,135,950	441,198	1,902,258	37.04%
Wholesale Liquor / Beer	800,000	76,720	333,527	41.69%
Business Tax	375,000	2,352	21,516	5.74%
Fees & Licenses	163,500	2,127	40,867	24.99%
In Lieu Payments	880,250	89,996	272,381	30.94%
Grants	2,231,600	4,383	130,893	5.87%
State Shared taxes	1,529,500	130,779	577,474	37.76%
All Other	1,699,850	143,590	715,201	42.07%
<b>Total General Fund Revenue</b>	<b>14,517,650</b>	<b>1,109,490</b>	<b>4,226,738</b>	<b>29.11%</b>
Solid Waste Collection - BPU	1,225,000	105,431	416,187	33.97%
Solid Waste Disposal - Transfer	350,000	35,878	139,245	39.78%
Other Revenue	400	62	208	52.05%
<b>Total Sanitation</b>	<b>1,575,400</b>	<b>141,371</b>	<b>555,641</b>	<b>35.27%</b>
Gate Receipts - Brush & Debris	130,000	12,298	54,153	41.66%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	5,000	1,418	2,826	56.52%
Other Revenue	30,500	0	31,062	101.84%
<b>Total Landfill</b>	<b>200,500</b>	<b>13,715</b>	<b>88,041</b>	<b>43.91%</b>
<b>Total Drug Fund</b>	<b>60,050</b>	<b>3,008</b>	<b>12,799</b>	<b>21.31%</b>
<b>TOTAL REVENUES</b>	<b>16,353,600</b>	<b>1,267,584</b>	<b>4,883,218</b>	<b>29.86%</b>

<b>EXPENDITURES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	261,622	392	53,567	20.47%
General Administration	390,037	29,689	147,743	37.88%
Economic Development	159,592	12,182	48,894	30.64%
Elections	0	0	0	#DIV/0!
Financial Administration	323,659	40,170	122,630	37.89%
City Hall Building	99,718	6,508	38,559	38.67%
Police Department	2,187,535	135,761	671,027	30.68%
Emergency Communications	722,210	52,340	223,414	30.93%
Fire Department	1,884,160	119,977	737,041	39.12%
Building Inspection	112,714	6,380	31,603	28.04%
Street Maintenance	1,821,352	155,489	679,937	37.33%
State Street Aid	700,000	404	27,121	3.87%
Storm Water Management	74,270	2,316	11,814	15.91%
Street Lighting	95,800	8,687	31,078	32.44%
City Garage	320,183	18,811	97,848	30.56%
Cemetery Maintenance	66,800	8,400	33,600	50.30%
Health & Animal Control	177,219	11,520	56,181	31.70%
Civic Center	676,021	82,920	210,649	31.16%
Parks & Recreation	1,082,648	87,651	504,561	46.60%
Library	171,487	0	57,162	33.33%
Community Development	2,725,100	31,616	96,962	3.56%
Debt Service	803,295	12,841	148,549	18.49%
<b>General Fund Expenditures</b>	<b>14,855,422</b>	<b>824,052</b>	<b>4,029,937</b>	<b>27.13%</b>
Sanitation Collection	1,356,706	56,769	338,050	24.92%
Contractual Services	630,000	65,407	244,016	38.73%
<b>Total Sanitation</b>	<b>1,986,706</b>	<b>122,176</b>	<b>582,065</b>	<b>29.30%</b>
<b>Total Landfill</b>	<b>201,078</b>	<b>12,640</b>	<b>63,764</b>	<b>31.71%</b>
<b>Total Drug Fund</b>	<b>92,500</b>	<b>20,392</b>	<b>24,734</b>	<b>26.74%</b>
<b>TOTAL EXPENDITURES</b>	<b>17,135,706</b>	<b>979,259</b>	<b>4,700,501</b>	<b>27.43%</b>

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	285,438	196,800
Sanitation	19,196	(26,425)
Landfill	1,075	24,277
Drug Fund	(17,384)	(11,935)

**NEW BUSINESS  
AGENDA ITEM NO. 2  
Appointments of Boards**

<u>BOARD</u>	<u>CURRENT MEMBER</u>	<u>PROPOSED MEMBER</u>	<u>TERM EXPIRATION</u>	<u>NEW EXPIRATION</u>
Paris Industrial Development Board  6 Year Term  (City Commission Appointment)	Tom Hilton	Mohsin Virani	July 2, 2024	July 2, 2024

**NEW BUSINESS  
AGENDA ITEM NO. 3  
Resolution Authorizing Submittal of Application for TA Grant:**

The following Resolution, submitted for your consideration, will grant the Mayor the authority to sign an application and any other necessary documents to allow the City to apply for a the current round of the TDOT TAP grant. The project includes construction of sidewalks along Royal Oak and Fairgrounds Road. You may remember, we applied for this grant and project last year but were not awarded.

**RESOLUTION NO. 1661**

AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE TENNESSEE  
DEPARTMENT OF TRANSPORTATION FOR THE TRANSPORTATION ALTERNATIVES  
PROGRAM FOR FISCAL YEAR 2022

**WHEREAS**, the governing body of Paris, Tennessee, having committed itself to the improvement of the community that it represents, wishes to make an application for improvements to its transportation infrastructure,

**WHEREAS**, having determined proper eligibility by TDOT program guidelines, said governing body wishes to make an application for grant funds to implement the aforementioned improvements and will commit matching funds as required by the project budget.

**NOW, THEREFORE BE IT RESOLVED** by the governing body of Paris, Tennessee, meeting in session on this the 2<sup>nd</sup> day of December 2021 that the Mayor of Paris is authorized to sign an application for TDOT funds, to commit local matching funds to the proposed project, and to sign and all necessary assurances, agreements or contracts required for recipients of TDOT funds.

Resolved this 2<sup>nd</sup> day of December in the year of 2021.

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Mayor

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Finance Director

**STATUS OF VARIOUS PROJECTS  
December 2021**

	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	
HOME Grant	Morris/Foster	2023	The environmental information on the first four homes has been submitted to THDA for approval. Once approval has been received initial home inspections will be scheduled.
Back Alley Paris	Foster/Morris/ Ray (DPA)	June 2022	We received the first 40% of our award. Dan Knowles is now working on the design which will commemorate the first 100 years of our community history.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Fall 2022	We have finally received the Notice for Construction for this project! We are currently advertising the project for bids and will have the bid opening on December 14.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2022	We have finally received approval of our NEPA document! TDOT has requested funds to be allocated. Once that allocation has been made, we will receive notice to proceed to design. TLM is still looking at Wood Street corners that TDOT did not address during the recent paving project to see if anything can be done to make these corners ADA compliant. TDOT has not yet provided the letter we requested concerning their failure to address these corners.
Rison St Bridge Replacement	Foster/Morris	Summer 2023	We were on a roll in November, NEPA for this project finally was approved as well! Just like the STBG project, we are now waiting for funds to be allocated. Since funds for this project at the STBG project are federal funds, this process may take a while.
2019 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2022	We have received responses from all agencies except TWRA, USFWS and Historic. Historic is anticipating having their signed response ready in mid-December. TLM and signal designer working on adjustments of pole and pedestal placement. They will revise the budget once signal adjustments are complete. Meeting regarding signal timing/phasing to be scheduled with us once project is out of NEPA phase. Work on preliminary plans continues.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2024 (if awarded)	We will be reapplying for this grant; submission deadline is December 1.
ARPA Funds	Foster/Morris/ Shannon	December 2026	We received our FY '22 allotment on 11/01/21 in the amount of \$1,491,875. Jennifer and Traci are watching the weekly webinars created by the TN Dept. of Finance to keep us abreast of rules, expectations, and developments.
Downtown Improvement Grant	Morris/Crouch/Foster	Spring 2024	We received 49 applications from local business and building owners totaling almost \$560,000 worth of requests. We have sent approximately half of the applications to the committee for scoring and will meet with the committee on Monday afternoon. The other half of the applications will be sent to the committee for scoring next week and another meeting will be scheduled to review scoring results